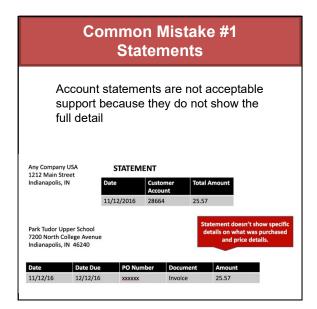
Helpful Hints For Expense Receipts: Detailed Receipts

Receipts need to be detailed and from the original vendor

- Date
- 2. Each item purchased & price
- 3. Shipping
- 4. Any miscellaneous charges shown on invoice



Note: for any charge that needs an explanation, please write it on the visa statement or the receipt







How to: Print Your Amazon Receipt



- 1. Log on to your Amazon account
- 2. Choose "Accounts & Lists" and Select "Your Orders"
- 3. Find your order
- 4. Click on "Invoice" (top right of order)
- 5. Click on "Print this page for your records"

Helpful Hints For Expense Receipts: Meal Receipts

When you have a meal charge, you need to submit:

- Itemized receipt(s)
- 2. List of names who consumed the meal
- 3. Business purpose of the meal



Note: group name is acceptable for formal groups, i.e. Spanish Club or 4th Grade Class

Common Mistakes

- Credit card signature receipt used and does not show details of what was purchased
- Attendees are not listed
- Business purpose is missing



Best practice:

Write the names of the attendees and business purpose on the back of your receipt as soon as you get your receipt

Helpful Hints For Expense Receipts:

Missing Receipts

When you have a missing receipt, you need to:

- 1. Reach out to the vendor
- 2. Claim a new receipt
- 3. If unable to obtain the receipt, write a detailed list of the purchase, date, amount and place
- 4. Sign the list and obtain signature from supervisor, then submit



Questions? I'm happy to help! Eva-Maria Lemon

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